

OCT 5 1954

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MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Grades

In accordance with our discussion of 27 September 1954, I hereby confirm my commitment to you to recommend the down grading of one Grade GS-15 position on my staff to GS-14 during the month of January 1955. This is based on your agreement to allocate an additional Grade GS-15 to my staff at this time for the purpose of providing an adequate position for the monitoring of the Clandestine Services Career Program.

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Chief of Administration, DD/P

#928
JH
10-7-54

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OFFICE 722.1 DIRECTION